

City of Harrah



Commercial Building

Permit & Procedures



City of Harrah

PO BOX 636 * 19625 NE 23rd * Harrah, OK 73045 * 405-454-2951 * 405-454-2130

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Ord. No. 1995-3 Instructions for Acquiring a building permit for Commercial, Industrial, & High Density Residential Structures

1. Fully complete the form titled “Application for Building Permit” and acquires all necessary signatures. Note: the application must be complete and accurate before acceptance.
2. Submit the application with the required fee to the City Clerk’s office
3. The Completed application must be accompanied by:
 - a. A “site plan” for all commercial and industrial building, or any residential building with more than two units per structure. (See site plan requirements below)
 - b. A perc test from the health department if a septic system is to be used.
 - c. **Three (3) sets of Complete construction plans, including structural, civil, mechanical, electrical, and fire protection plans.**
 - d. A landscape plan.

Site Plan Requirements: The following information must be included as part of the site plan.

The Site Plan must be:

1. Drawn to a scale no greater than 1”=20’.
2. Submitted in triplicate
3. Accompanied by a survey of the lot prepared by an Oklahoma Licensed surveyor.

The Site Plan must show:

1. A Vicinity map
2. The exact size, and location of all existing buildings and structures on the property proposed for repair, alteration or removal.
3. The exact size and location of any proposed building or structures on the property.
4. Lot area in square feet.
5. Adjacent Street and alley rights of way.
6. Centerline and width of abutting streets and roadways.
7. All curb cuts and/or proposed points of ingress and egress.



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- 8.** Dimensions of driveways and off-street parking, including the width, depth and type of paving.
- 9.** Vehicle parking and loading areas, to include delineation of all parking spaces (total number indicated) and dimensions of aisle widths.
- 10.** Dimensions of walkways and steps with type of construction, and conform to access for disabled persons.
- 11.** Dimensions of front, side and rear yard setbacks illustrated in feet.
- 12.** Drainage plan indicating size and location of existing and proposed stormwater structures, drainage ways through site, and flood plain areas if applicable.
- 13.** Topographic features and location, dimensions, and type of all easements and right-of-way widths situated on or abutting the property.
- 14.** Location and size of signs and exterior lighting.
- 15.** Location and size of existing and proposed utility service.
- 16.** Solid waste collection methods and accommodations.



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Application for Commercial Building Permit

Date: _____ Total Sq. Ft. _____ Permit Fee: \$ _____ Permit# _____
(to be filled out by City of Harrah)

1. Survey Prepared by an Oklahoma Licensed surveyor.
2. Three (3) complete sets of constructions. (two will be returned after final inspection)
3. Three (3) copies of a site plan. An expanded copy of the surveyor may be used for this purpose.
4. Percolation test results from the Oklahoma County Health Dept. (Septic Only)

I. Applicant Information

Name: _____ Company Name _____

Mailing Address: _____ City: _____ State: _____

Legal Description _____
(lot) (block) (addition)

Zoning of property _____ Proposed use _____

Type of Improvement: (check one) New Construction Addition Remodel Alteration
Relocation Foundation Demolition (existing use _____) _____
Other specify _____

Building Cost \$ _____

Building Characteristics (New Buildings or Additions Only)

(A) Type of Exterior: (check one) Brick or Veneer Masonry Wood Reinforced Concrete
Other (describe) _____

(B) Sewer System: City _____ Private _____ Feet in Lateral Line _____
Contractor _____

(c) Water System: City _____ Meter size required _____ Private _____



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IV. General Description

- 1.No. of buildings on the lot _____
 - 2. Size of lot _____
 - 3: Driveway surface: Concrete _____
 - 4. Use of the Buildings on the lot _____
 - 5. % of lot to be covered _____
- Asphalt

V. Contractors

Building Contractor _____	Plumbing Contractor _____
Address: _____	Address: _____
Phone No. _____	Phone No. _____
Electrical Contractor _____	Mechanical Contractor _____
Address: _____	Address: _____
Phone no. _____	Phone No. _____
Engineer _____	Architect _____
Address: _____	Address _____
Phone No. _____	Phone No. _____

****All Skilled Laborers need to be licensed through the City of Harrah before commencement of work.****

Applicants Statement

I hereby certify and acknowledge that I have read and agree to all the conditions herein stated and specified.

I further certify that the statements in this application are true and correct to the best of my knowledge and belief and that all construction work under this permit will comply and conform to the attached plans, specifications and drawings. I further agree to comply with all applicable city ordinances and building codes of the City of Harrah. Any misrepresentation of these statements will void this permit.

Owner Name: _____ Applicant Signature: _____

Address: _____
Street City Zip

Phone No. _____

Review by: Planning _____ Engineering _____ State Fire Marshall _____

Approved
Disapproved Building Official Signature: _____ Date: _____

Approved
Disapproved City Manager Signature: _____ Date: _____



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Commercial Builders Insurance Verification Form

Name of Insured _____

Telephone _____ Fax _____

Address _____

City _____ State _____ Zip _____

Contractor Federal/State Employer Identification Number (EIN) _____

Worker's Compensation Information

Name of Insurer _____

Telephone _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Policy No. _____ Effective Date _____

Policy Effective Date _____ Policy Expiration Date _____

General Liability Information

Name of Insurer _____

Telephone _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Policy No. _____ Amount of Coverage _____

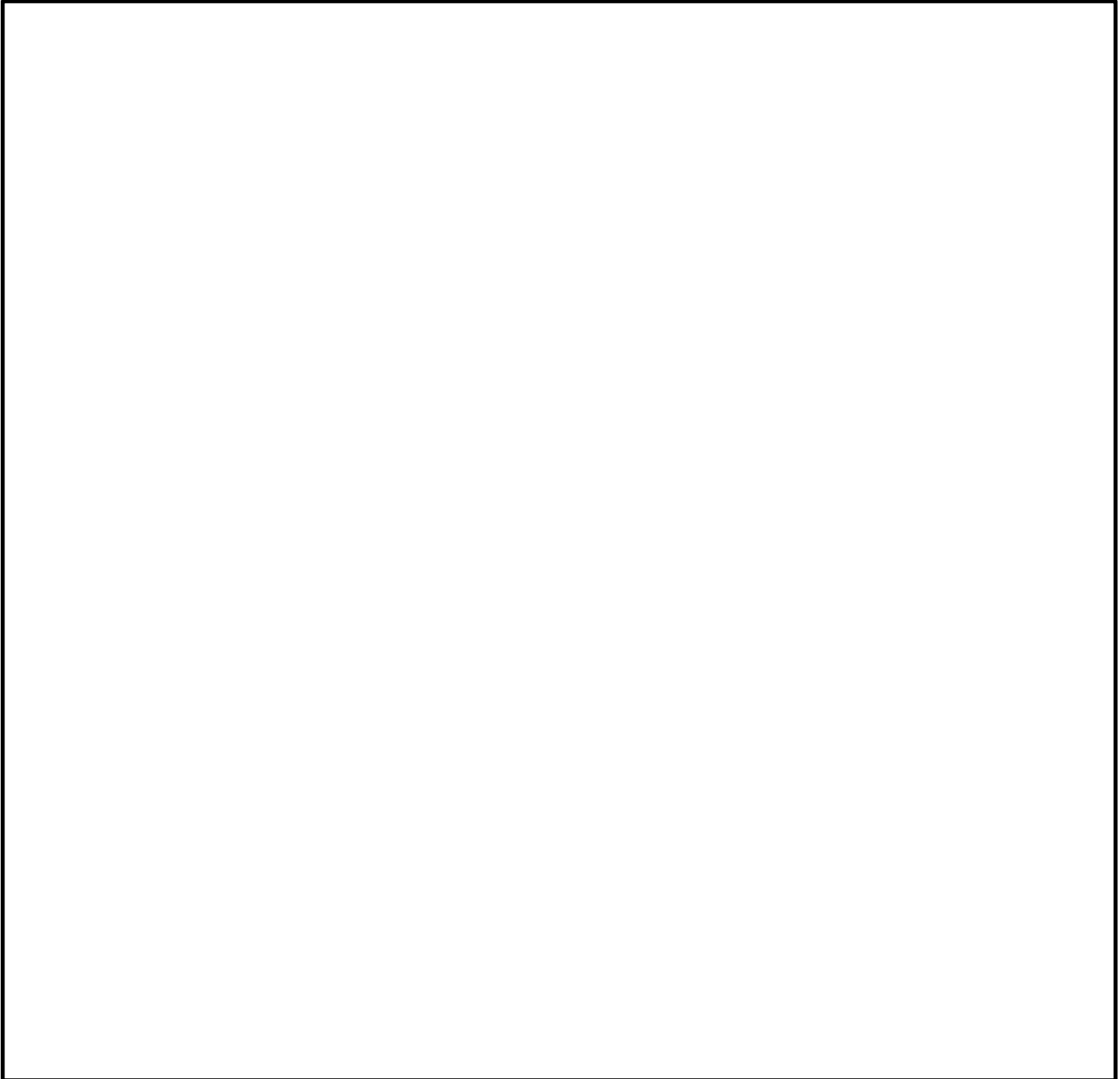
Policy Effective Date _____ Policy Expiration Date _____



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Site Plan

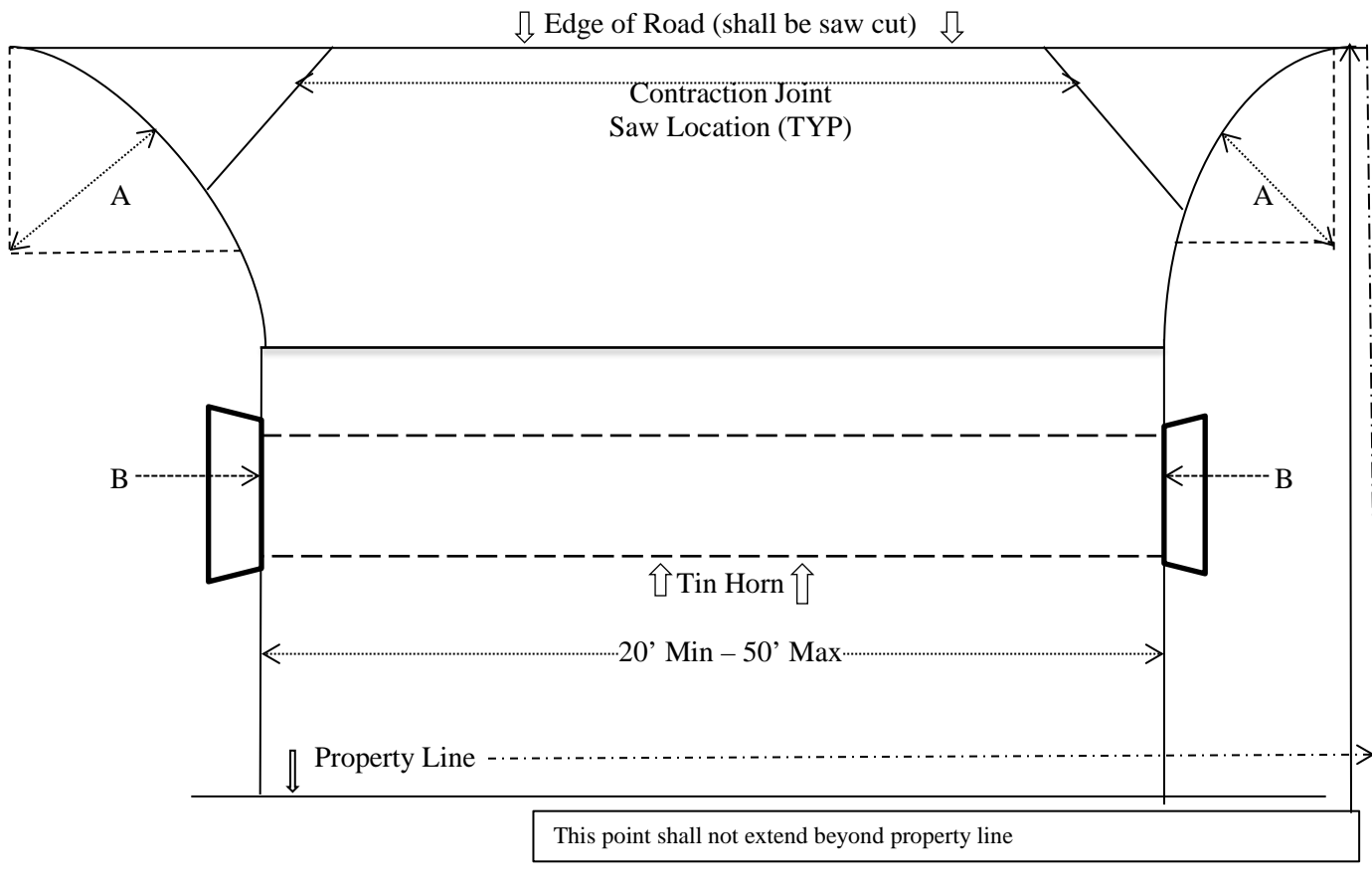




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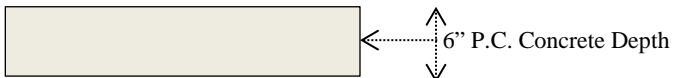
Driveway Requirements for all Single and Two-family Residences



****A= 15' min Radius**

****B= 15" min diameter**

Properly sized Culvert shall be installed where a drainage ditch exists, Culvert to be omitted only with Prior approval of the Building Inspector or the City Director of Public Works.





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12-371: BUILDING CONSTRUCTION AND APPEARANCE STANDARDS:

A. Purpose: This section is intended to ensure that activity areas in the community are developed in a manner that complements the high quality of residential development expected of the city's neighborhoods. These regulations, therefore, are intended to require a high standard for construction of buildings located in highly visible areas of the city as identified below and are established in addition to the use and development regulations of the applicable zoning district and all other city construction code requirements.

B. Buildings In The CBD Zoning District: All exterior walls shall be constructed with any of the following materials: brick, rock, decorative concrete block, wood (treated by paint, varnish, sealer, etc.), stucco, ferrous cement, or EIFS, or a material other than exposed metal walls, untreated concrete block, or unfinished or untreated concrete panels; provided that the following construction elements are permitted:

1. Decorative metal roofs, but not corrugated metal;
2. Metal awnings designed as an architectural element of the building;
3. Decorative wood trim elements are permitted, but not wood paneling.

Historic buildings not meeting these requirements, may be considered for a special exception by the board of adjustment only for purposes of accurate restoration or replacement of materials, provided all applicable building codes are met.

C. Multiple-Family, Office, And Commercial Buildings; And Public Or Private Buildings, Including, But Not Limited To, Government Buildings, Churches, Places Of Assembly, And Educational Facilities: All such buildings shall be constructed according to the following requirements:

1. All exterior walls of said buildings shall be constructed with any of the following materials: brick, rock, decorative concrete block, stucco, wood (treated by paint, varnish, sealer, etc.), ferrous cement, or EIFS, or a material other than exposed metal walls, untreated concrete block, or unfinished or untreated concrete panels; provided that the following construction elements are permitted:

- a. Decorative metal roofs, but not corrugated metal;
- b. Metal awnings designed as an architectural element of the building;
- c. Coated aluminum siding and vinyl siding may be used to cover clapboards on existing buildings;
- d. Decorative wood trim elements are permitted, but not wood paneling.

D. Exemptions From Standards: The regulations of this section are not mandatory for the following building types:

1. Agricultural buildings that are a part of permitted agricultural uses;
2. Structures used for manufacturing, fabrication, warehousing or other industrial activity that are located behind an office, showroom, or sales area, and are either attached or detached, provided that: area designed and used for office, showroom, or sales has a facade and side walls meeting the standards contained in subsection C of this section;



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3. A freestanding industrial building, located in a district zoned for industrial uses, shall only be required to provide a front facade finished in accordance with the standards of this section.

E. Sidewalks: Sidewalks shall be installed along the roadway to provide for safe pedestrian access. Installation shall be accomplished at the time other infrastructure improvements are installed as required by the land subdivision process, or, in the case where no subdivision approval is required, as a part of the building permit application and approval. In industrial developments or areas where no sidewalk pattern has been established, the city may accept payment of a fee in lieu of installation of sidewalks, said fee to be placed in a city sidewalk improvement account.

F. Temporary Structures: Structures of a temporary nature such as portable buildings, tents, kiosks, arbors, and structures related to a seasonal activity or the primary activity on the premises shall be permitted without the construction material requirement, subject to issuance of a building permit and limitation of placement to no more than six (6) months on site during any nine (9) month period. (Ord. 2008-06, 6-26-2008)

12-433: EROSION AND SEDIMENTATION CONTROL MEASURES FOR PUBLIC AND PRIVATE IMPROVEMENTS:

A. Purpose: The purpose of this section is to provide guidance in the design of effective management of erosion and sedimentation and to protect water quality and the general health, safety, and welfare of the residents of the city.

B. General Requirements:

1. These regulations shall be applied to all subdivision improvements and to all building construction projects within the city limits.

2. Development activity shall not be conducted unless appropriate erosion and sedimentation facilities are designed, installed, and maintained throughout the life of the development.

3. All sediment control measures shall be indicated on the final construction or building permit plans. They shall be approved and enforced as a part of the city approval and enforcement process for the plans.

4. All new or existing earth slopes and earth areas subject to erosion, such as areas adjacent to trickle channels, inlet structures, and outlet structures, within any area designated for detention or drainage shall be slab sodded with Bermuda sod or have permanent established growth of vegetation. All vegetation areas shall be fertilized, watered, and in an established growing condition prior to completion or acceptance of any storm water drainage facility or development.

C. Design Considerations:

1. **Combination Of Design Principles:** Practical combinations of the following principles shall be utilized, as a minimum, in planning measures to be installed for any land disturbing activity:

a. The land disturbing activity shall conform to existing topography and soil type so as to create the lowest possible erosion potential.

b. The disturbed area and the duration of exposure of bare earth to erosive elements shall be kept to a minimum through construction scheduling and management.

c. Cut and fill operations should be kept to a minimum.



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- d. Disturbed soil shall be stabilized as quickly as possible.
- e. Vegetative practices shall be applied as permanent erosion controls wherever possible.
- f. Natural vegetation shall be retained, protected, and supplemented whenever feasible.

2. General Practice:

- a. Soil and water conservation measures include, but are not necessarily restricted to, vegetation, sediment basins, dikes, grade stabilization structures, sediment traps, land grading, diversions, waterways or outlets, and riprap.
- b. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development.
- c. Required permanent vegetation and structural erosion control measures shall be installed prior to final acceptance of municipal improvements or issuance of a certificate of occupancy on a private construction project. (Prior Code, Chapter 16, as amended)

D. Erosion And Sediment Control Criteria:

1. Long-Term Controls: Long-term permanent seeding, sprigging, or planting which produces vegetative cover, including Bermuda grass, Kentucky 31 tall fescue, and weeping lovegrass, or a similar grass approved by the city engineer, shall be used for permanent control of erosion.

2. Short-Term Controls:

- a. Short-term seeding producing temporary vegetative cover such as small grains like rye, oats, wheat, or sundams and sorghum, shall be used to control immediate erosion. This practice shall be considered effective for areas where soil is left exposed for a period of six (6) to twelve (12) months and shall not be considered appropriate as permanent erosion control.
- b. Straw bale dike may be utilized where no other practice is feasible, as a temporary barrier with a life expectancy of three (3) months or less. It should be installed across or at the toe of a slope for the contributing drainage areas, in accordance with the adopted standards.
- c. Erosion matting shall be used for permanent channel embankment and slope stabilization where a permanent erosion control cover has not been established prior to use. The specified material shall be installed as recommended by its manufacturer and approved by the city engineer.

3. Required Structures: A stabilized construction entrance shall be built in accordance with the adopted standards to eliminate the tracking or flowing of sediment onto public right of way, adjacent public or private property, and into any waterway or body of water. (Ord. 1996-10, 6-20-1996)

1. When it has been determined by the City Manager and City Engineer that alternative methods of protecting downstream properties can be accomplished without causing substantial detriment to the public good, safety or welfare or without being contrary to the spirit, purpose and intent of this chapter, the City may accept a fee in lieu of requiring on-site detention facilities.



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2. All Applications for payment of a fee in lieu of non-site detention requirements shall be submitted to the City engineer with the following information for review:

A. Plot plan drawn to scale showing location, property dimensions, and proposed construction or development including all impervious surfaces.

B. A summary Showing total impervious surfaces in square feet.

3. After receipt of the above and evaluation by the City Engineer, the City may accept payment of a fee in lieu of on-site detention facilities or may deny the application and require on-site detention or other improvement to the stormwater system.

4. Fees to be accepted shall be tendered prior to the issuance of a building permit. Should the impervious surfaces on a given property at the time of application for an occupancy or use permit be less than that stated on the building permit, then the permittee may request that the fees be recalculated, the excess fees refunded to the payee, and the building permit amended. Should the impervious surfaces on a given property be greater that stated on the building permit, additional fees shall be due pursuant to a recalculation of the fees and must be tendered before any occupancy or use permit may be issued.

5. Impervious surface shall mean any hard-surfaced areas which prevent or retard the entry of water into the soil in the manner and to the extent that such water entered the soil under natural conditions, or where water is caused to run off the surface in greater quantities or at an increased rate of flow than was present under natural conditions, Impervious surface shall include, but are not limited to, rooftops except roof overhangs; sidewalks; paving; driveways; parking lots; walkways; patio areas; storage areas; and asphalt, concrete, gravel, oiled macadam, or other surfaces which similarly affect the natural infiltration or runoff patters of real property in its natural state.

6. Impervious surface installed or constructed as part of portion of a public street or a private or public sidewalk in the public street right-of-way shall not be calculated as a part of the fee collected in lieu of on-site detention.

7. Fees accepted shall be deposited in separate account; fees shall be utilized for the costs and expenses incurred or to be incurred in evaluating, preventing, reducing, eliminating, or attempting to eliminate, prevent, or reduce the known or projected flooding problems in the watershed of the subject property; and shall be utilized to maintain such facilities and stormwater control systems.

8. Should adequate fees have been accepted and all existing and projected flooding problems in a given watershed been resolved, on-site detention requirements, and fees in lieu thereof, shall be utilized to maintain stormwater control systems in that watershed.

9. The fee in lieu of on-site detention shall be 10.34 cents per square foot of additional impervious area created by the development.

10. As used in this section, the fees tendered hereunder shall be deemed accepted when the funds required are received by the City Treasurer.

11. Whenever a property upon which an impervious surface is installed or constructed lies within two different watersheds, the fees shall be proportionately applied based upon the amount of impervious surface within each watershed. Whenever a property upon which an impervious surface is installed or constructed lies within and without a watershed requiring on-site detention facilities, or fees in lieu thereof, the fees shall be accepted an applied based upon the amount of impervious surface within the waters shed so requiring.



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12. It is unlawful for any person to erect, construct, install, enlarge, alter, repair, move, improve, make, put together, or convert any building, structure, improvement, facility, or impervious surface within the City, or cause the same to be done, without first paying any fee in lieu of detention required by this section.

I. Flooding and Sedimentation Runoff Prevention Required During Construction

1. In drainage areas with known downstream flooding of structures, or if it is determined that development of subject property will cause or contribute to flooding or sedimentation of existing structures downstream, the developer shall install detention facilities maintaining a discharge rate not to exceed the historical runoff rate prior to development.
2. For common drainage locations **that serve an area with ten (10) or more disturbed acres at one time**, a temporary (or permanent) sediment basin, or equivalent control measures, may be required by city erosion and sediment control regulations.
3. After the construction activities have been completed and site has undergone final stabilization, upon the approval of the City Manager structures may be removed.

12-356.1: LANDSCAPING:

A. Landscaping Required: It is the intent of this section that all new construction in the city shall be so designed that landscaping is included as an integral part of the environment to provide a quality of life and amenities which are complementary to the natural physical surroundings of the city. This regulation does not establish any requirements for single-family dwellings. However, all multiple-family, commercial, industrial, institutional, and public uses shall be landscaped with trees, ornamental shrubs, and green areas according to the following standards.

B. Required Area Standards:

1. A minimum of five percent (5%) of the total land area of the lot shall be landscaped. At least seventy five percent (75%) of this landscaped lot area shall be in the front or side yards and shall be visible from a public street providing access to the property. Inner courts not visible from a public street shall not be calculated for purposes of meeting this requirement.
2. The property owner in all zoning districts shall be responsible for landscaping the right of way area between his property line and the curb. The use of rock, chat, or gravel shall not satisfy this requirement. In addition, this area shall not be:
 - a. Hard surfaced, other than a permitted driveway or sidewalk.
 - b. Used for parking.
 - c. Used for the location of any permanent or temporary accessory or nonaccessory signs.



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C. Landscape Materials And Plan Standards:

1. Application for a building permit shall be accompanied by a detailed landscaping plan for both the required lot area and the area within the public right of way between the property line and the curb. The plan shall conform to the following requirements:

- a.** The location and types of all plants shall be designated.
- b.** There shall be a live tree, having a minimum height of five feet (5') at planting, for every five hundred feet (500') of area to be landscaped, exclusive of the right of way area. However, additional trees are permitted and encouraged to be planted in the right of way area, subject to safety considerations described below.
- c.** Artificial grass or any form of synthetic plant shall not be permitted as part of the requirements for landscaping materials.
- d.** Rock gardens or sculpture may be approved upon review by the planning commission, but use of rock, chat, or gravel as ground cover shall not be considered as meeting the requirements for landscaping.

2. Public safety considerations:

- a.** The landscaping plan shall respect requirements for sight triangles at intersections and all other elements relating to traffic control.
- b.** Consideration should be given to the location of trees so that when they reach mature height they do not interfere with utility wires.
- c.** Property owners shall keep vegetation trimmed so that it does not obstruct the free, convenient, and safe travel over and along the streets.

3. The landscaping plan shall be reviewed and approved as a part of the building permit review process.

4. A certificate of occupancy for a structure shall not be issued until the landscaping has been installed in accordance with the plan; provided, however, that if a structure and all its site improvements are complete except for the landscaping requirements and the season of the year will not permit planting, temporary occupancy may be permitted until a date certain in the growing season. In this case an inspection date in the growing season shall be set by the building official to determine if the landscaping has been installed.

5. All landscaping shall be maintained in a live and healthy condition. Failure to install or maintain landscaping as required and approved shall constitute a violation of this code. To ensure successful compliance with this requirement, all required landscaping shall be irrigated by one of the following methods:

- a.** An underground sprinkling system.
- b.** A hose attachment within two hundred feet (200') of all landscaping.
- c.** A drip irrigation system. (Ord. 1995-4, 1-19-1995)



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Site Plan Review Procedure

1. The site plan shall be submitted with the building permit application to Harrah City Hall for review by the Planning Staff. The staff shall have forty-five (45) days to review the site plan.

Zoning	Lot Area	Lot Front	Max Coverage	Max Height	Front Yard Setback	Side Yard Setback	Rear Yard Setback
C-1 Local Comm.	Not less 9,800 sq.ft. or more than two acres	None	None	40 feet	25 feet	25' when adjoins a dwelling dist.	30' when ser. From Rear entrance
C-2 Gen Comm.	None	None	None	40 feet	None Req. Exc. When abuts an R dist. Then not less than 20'	None req. Exc. When abuts an R dist then not less than 20'	30' when ser. From Rear Entrance
C-3 Highway & Open Display	None	Minimum of 100'	None	40 feet	50' from highway right of way or 100' from center of highway	20 feet when abuts R-dist	30' when ser. From Rear entrance
CBD Central Bus.	None	None	None	40 feet	Front Property Line	None	None
I-1 Restricted Manu. Warehouse	None	None	80%	40 feet	25 feet	25 feet	25 feet
I-2 General Industrial	None	None	None	40 feet	25' when adjoins a dwelling dist.	25' when adjoins a dwelling dist.	30' when ser. From Rear entrance
I-3 Heavy Industrial	None	None	None	40 feet	25' when adjoins a dwelling dist.	25' when adjoins a dwelling dist.	30' when ser. From Rear entrance

** Above table are requirements for construction in each zoning area